

**COMMUNICATIONS
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Direct the Communications Department. Coordinate with the Mayor's Office, City Council, and executive management to develop and implement policies and strategies to disseminate information effectively within the City structure and to the public. Serve as the primary policy advisor to departments regarding communication methods and issues. Interface with the public and media regarding high-profile City topics and issues. Develop and implement programs and mechanisms to ensure consideration of public input in City decisions and service provision. Promote a culture of transparency and effective exchange of information within the City structure. Ensure the currency of the City's communications infrastructure in coordination with the Department of Information Technology and other stakeholders. Prepare budgets and approve expenditures.	1
Program Manager	Assist the Director in developing and implementing policies, strategies, and programs to disseminate information and receive feedback from internal and external stakeholders. Execute efforts that create a culture of transparency and effective exchange of information within the City structure. Monitor the City's communications infrastructure in coordination with the Department of Information Technology and other stakeholders to ensure currency. Prepare budgets and approve expenditures.	1
Cable TV Station Manager	Coordinate, plan, and supervise varied and difficult video projects related to citywide activities and department needs. Supervise Cable TV staff. Prepare budgets and approve expenditures.	1

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1

1. Investments and business positions in any business entity either located in or doing business with the City.
2. Income and gifts from sources located in or doing business with the City of San Diego.
3. Interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 2

1. Investments and business positions in any firm or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
2. Income and gifts from any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
3. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

CATEGORY 3

Consultants/new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Director may determine in writing that a particular consultant/new position, although a “designated person,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

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Multimedia Production Coordinator	Coordinate, plan, and supervise the production of various multimedia and television productions and projects, including live and remote broadcasts and video editing. Assists other departments with the development of multimedia presentations in a variety of formats. Train staff in use of equipment and procedures. Coordinate the creation of original artwork, graphics, and layout/design as needed for incorporation in projects. Recommend budgets and approval of expenditures.	2
Supervising Public Information Officer	Direct professional staff in the development and implementation of a variety of public information, outreach, and education/training programs, campaigns, and efforts. Negotiate service contracts and consultant agreements. Review work products and invoices for payment. Interface with the public and media regarding highly sensitive City topics and issues.	1
Consultant/New Position	Perform consulting or staff services in support of programs and projects managed by the Communications Department.	3